



HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

ECJ1

1 May 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USEUCOM Policy Memorandum 03-02 (USEUCOM Awards Policy in Support of Contingency Operations)

1. **References:**

- a. DoD Manual 1348.33-M, Manual of Military Decorations and Awards.
- b. AR 600-8-22, Army Military Awards.
- c. SECNAVINST 1650.1G, Navy and Marine Corps Awards Manual.
- d. AFI 36-2803, Air Force Awards and Decorations Program.
- e. AR 600-8-105, Military Orders.
- f. ED 30-15, Military Awards and Decorations.

2. **Summary.** This memorandum establishes policy and procedures for administering the USEUCOM Awards Program for USEUCOM and joint organizations ADCON to USEUCOM in support of contingency operations. The intent of USEUCOM Awards Program is to recognize meritorious service, outstanding achievement, or acts of heroism that are incontestably exceptional and of a magnitude that clearly place an individual above his or her peers. Reassignment, separation, retirement, completion of a TDY or being a member of a JTF is not in itself a basis for award recommendation. No preconditions can be set for military awards.

3. **Applicability.** This Policy Letter applies to joint activities assigned to or reporting through HQ USEUCOM including USEUCOM Logistics Coordination Cells, Offices of Defense Cooperation, Security Assistance Offices, Special Operations Command Europe (SOCEUR), the Joint Analysis Center (JAC), the George C. Marshall European Center for Security Studies, the NATO School, Icelandic Defense Forces, U.S. Forces Azores and all Joint/Combined Task Forces.

4. **Defense Award Eligibility:** For the purpose of this Policy Letter and the eligibility for Defense decorations, the term "Joint" connotes activities, operations or organizations in which elements of more than one Service of the United States, as reflected in Joint Manpower Documents (JMD), perform joint missions under the auspices of the Office of the Secretary of Defense; the Chairman of the Joint Chiefs of Staff and the Joint Staff; or the commander of a Unified, Specified,

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or Combined Command. A JTF is a force composed of assigned or attached elements of two or more military Departments that is constituted and so designated by the Secretary of Defense, a Combatant Commander, the commander of a subordinate unified command or an existing JTF whose positions are designated by a JMD.

a. Members of the Armed Forces of the United States who have rendered superior meritorious service while permanently assigned to a joint activity are eligible for Defense decorations.

b. A JTF commander, the staff and other service members assigned and/or attached to a JTF as individuals (not as members of a Service unit) are also eligible for Defense decorations and the Joint Meritorious Unit Award. Members of Service-unique units assigned and/or attached to a JTF retain eligibility for award of personal decorations and unit awards from their parent Services.

c. Being under operational control (OPCON) of a joint activity does not constitute Defense award eligibility.

d. Only under the most unusual circumstances will the Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM) or the Defense Meritorious Service Medal (DMSM) be awarded as an impact award for outstanding TDY achievement.

5. Approval Authorities:

a. **Peacetime Award Approval Authority:**

(1) Defense Distinguished Service Medal (DDSM) and Defense Superior Service Medal (DSSM):

(a) DDSM - Secretary of Defense

(b) DSSM - Chairman of the Joint Chiefs of Staff

(2) Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM) and Joint Service Achievement Medal (JSAM):

<u>POSITION</u>	<u>DMSM</u>	<u>JSCM</u>	<u>JSAM</u>
DCDR	YES	YES	YES
Chief of Staff	YES	YES	YES
Director, ECJ1	NO	NO	YES
Deputy Director, ECJ1	NO	NO	YES
Director, ECJ2	NO	YES	YES
Deputy Director, ECJ2	NO	NO	YES
Director, ECJ3	NO	YES	YES

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Deputy Director, ECJ3	NO	YES	YES
Director, ECJ4	NO	YES	YES
Deputy Director, ECJ4	NO	NO	YES
Director, ECJ5	NO	YES	YES
Deputy Director, ECJ5	NO	YES	YES
Director, ECJ6	NO	YES	YES
Deputy Director, ECJ6	NO	NO	YES
Director, ECSO	NO	YES	YES
Deputy Director, ECSO	NO	NO	YES
Director, ECRA	NO	YES	YES
Deputy Director, ECRA	NO	NO	YES
Director ECPA	NO	NO	YES
Director, Marshall Center (Mil)	NO	YES	YES
Director, Marshall Center (Civ)	NO	YES	YES
Deputy Director, Marshall Center (Civ)	NO	NO	YES
Chief, ECCH	NO	NO	YES
Chief, ECMD	NO	NO	YES
Chief, ECCM	NO	NO	YES
Chief, ECLA	NO	NO	YES
Chief, ECIG	NO	NO	YES
Chief, ECSM	NO	NO	YES
Commander, ODC Turkey	NO	YES	YES
Commander, Joint Analysis Center	NO	NO	YES
Commander, NATO School	NO	NO	YES
Commander, Survey Division SHAPE	NO	NO	YES
Commander, HQ Commandant	NO	NO	YES
Commander, Iceland Defense Forces	NO	YES	YES
Commander, US Forces, Azores	NO	NO	YES
Commander, JTF COBRA	NO	YES	YES
Commander, JTF AMFIF	NO	YES	YES
Commander, JTF North	YES	YES	YES
Commander, MCLC	NO	YES	YES
Commander, JTF TBD	TBD	TBD	TBD

b. **Obtaining Awards Approval Authority:** Commanders of newly established JTFs will request, in writing, delegation of Award Approval Authority. Historically, USEUCOM has delegated Award Approval Authority as follows:

- (1) JSAM - JTF Commanders in the grade of O-6 and above.
- (2) JSCM - General/Flag Officer JTF Commanders.
- (3) DMSM - Three and Four Star JTF Commanders.

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c. Wartime Awards Approval Authority:

(1) There is no change in award approval authorities for Defense (Joint) awards during periods of contingency operations (wartime).

(2) Service specific wartime awards approval authority is granted by each Service Secretary and must be requested by the Senior Service Commander in the Theater where contingency operations are being conducted.

6. **Award Processing Procedures.** Policies and procedures outlined in reference f, will be followed for all award recommendations.

a. DDSM and DSSM:

(1) Recommendations for the DDSM and DSSM will be prepared using the DoD standard formats shown in App. A or B of reference f above, and submitted to HQ USEUCOM, ECJ1-AD a minimum of 120 days prior to the ending date of the award or requested presentation date.

(2) Recommendations for the DDSM and DSSM will be reviewed by ECJ1-AD, forwarded through USEUCOM Chief of Staff for signature and forwarded to the appropriate approval authority.

b. DMSM, JSCM and JSAM:

(1) EU Form 30-15c: This form is available in PerForm Pro, or Delrina Form Flow and a Word Template format can be found on the USEUCOM SIPRNET and NIPRNET in the "P" drive in the Word Template directory. There is a copy of this form enclosed with this letter. Instructions for preparing EU Form 30-15c can be found in Appendix H of reference f above. Electronic copies of reference f can be found at:

SIPRNET: www.eucom.smil.mil/ecj1/ag/pubs/eds/ED30-15.PDF

NIPRNET: www.eucom.mil/Directorates/ECJ1/Publications/ED/30/ED30-15.pdf

(2) DoD Standard Format. Any activity not having access to PerForm Pro or Delrina Form Flow or the USEUCOM Networks must use the format shown in Appendix C.

c. Service Specific Awards:

(1) Recommendations for Service specific awards will be prepared on the required Service forms and in accordance with the provisions of reference b, c or d above. A draft forwarding memorandum will accompany all recommendations for Service specific awards.

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(2) Recommendations for Service specific awards will be referred to HQ USEUCOM, ECJ1-AD, for review and forwarding to the appropriate approval authority. Final forwarding memorandums will be prepared from the draft submissions by ECJ1-AD for forwarding to DCDR/Chief of Staff for signature.

7. **Service Awards**. Service medals, campaign medals and service ribbons denote participation by a Service member in a campaign, war, national emergency, expedition or the fulfillment of specified Service requirements in a creditable manner.

a. Examples of Service Awards:

- (1) Armed Forces Expeditionary Medal (AFEM)
- (2) Armed Forces Service Medal (AFSM)
- (3) Humanitarian Service Medal (HSM)
- (4) Global War on Terrorism Campaign Medal
- (5) Global War on Terrorism Expeditionary Medal

(6) Service Medal To be determined. Designed and approved for a specified reason, i.e., the Vietnam Service Medal, the Southwest Asia Service Medal)

b. Most Service Awards will be requested by the Combatant Commander. However, some JTFs will request Service Awards for completing the JTFs specified function, such as completing a NEO and requesting a HSM. Theses type requests will be prepared by the JTF staff and processed through the Combatant Command headquarters.

8. **Unit Awards**. The only Unit Award that Joint Commands can receive is the Joint Meritorious Unit Award (JMUA). The Combatant Command headquarters will prepare requests for the JMUA for their headquarters. JTF staffs will request JMUAs for a JTF and forward it to the Combatant Command headquarters for processing. Service specific Unit Awards can not be awarded to Joint organizations, but can be awarded to service specific units that supported a Joint organization. If a service specific unit award is recommended for a supporting service specific unit, it will be processed through the Combatant Command headquarters.

9. **Awards and Decorations for Foreign Military Personnel**. Foreign military personnel are not authorized to receive Defense (Joint) awards. They are eligible for consideration for Service specific awards. Procedures and requirements for requesting awards for foreign military personnel are contained in reference f.

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10. **Award Submission Timelines**. Award recommendations will be submitted in accordance with the timelines outlined below:

- a. DDSM and DSSM - 120 days
- b. DMSM, JSCM, JSAM - 30 days
- c. Service Specific Awards - 90 days
- d. US Awards to Foreign Military Personnel - 180 days

FOR THE COMMANDER:

OFFICIAL:

JOHN B. SYLVESTER
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Chief of Staff

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Special